iCouldBe School Partnership Agreement

Entered into September 1, 2015
Between iCouldBe.org, Inc. and San Leandro High School, 11th Grade English
For the 2015-2016 Academic Year

iCouldBe.org Inc. (iCouldBe) is an online mentoring program whose mission is to provide at-risk middle and high school students with an online community of professional mentors, empowering teens to stay in school, plan for future careers, and achieve in life. **In order for students to gain the greatest benefit, the iCouldBe program staff and School Administrator ("Administrator") and Instructor/Teacher/Program Supervisor ("Supervisor") commit to your designated responsibilities below.** In addition, you **understand that your school or classroom participation is co-sponsored with financial support from a corporate partner and that this support requires you to fulfill responsibilities described below.**

Note: One individual can fulfill responsibilities for both Administrator and Supervisor roles. For this case please enter and sign your name under Administrator and enter 'same' for the Supervisor.

ADMINISTRATOR JULIE AHERN RESPONSIBILITIES:

[INSERT NAME HERE]

- Process iCouldBe's invoice in a timely manner including providing a purchase order number.
- Provide working computers for all students participating in iCouldBe.
- Ensure sufficient Internet bandwidth for students to access iCouldBe.
- Ensure students can visit external websites (resources) linked through iCouldBe's curriculum (list to be provided by iCouldBe staff as needed).
- Ensure your participants uphold the Code of Conduct/Terms of Use on the iCouldBe website.
- Assist Supervisor with any disciplinary issues that arise within the iCouldBe program.
- Intervene if a Supervisor fails to uphold the standards in this agreement.

SUPERVISOR KEZIAH MOSS RESPONSIBILITIES:

[INSERT NAME HERE, IF SAME AS ADMINISTRATOR INDICATE 'SAME']

Set-up, Registration and Administration

- Attend compulsory webinar trainings for iCouldBe instructors by week of September 7th, 2015.
- Deliver the in-class student orientation prior to registration.
- **Register all students by week of September 18th, 2015.**
- Ensure all students complete their registration page, survey and profile.
- Review all documents sent to you by iCouldBe.
- Ensure all students complete the online exit survey at the end of the program.

Student Protection

- **Respond to all iCouldBe communications that indicate a student is or may be a victim of sexual, emotional or physical abuse, or if a student confesses to involvement in any illegal activity.**
- Report these types of concerns to Administrator or other authorities as required by law.

Student Monitoring and Engagement

- **Utilize iCouldBe's instructor administrative site/portal weekly to manage class activity.**
- Act on iCouldBe staff and Mentor emails about inactive, low effort, or commendable students.
- Inform Administrator of serious disciplinary issues that arise in the iCouldBe program.

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- Ensuring students complete the exit survey by the end of program length.

During the Term Specified, iCouldBe.org, inc. agrees to provide:

- Unlimited access to all services on www.iCouldBe.org for the subscribing organization, subject to any website service interruptions. The subscribing organization constitutes the students aged thirteen years or older as well as the school/program staff that are facilitating the use of iCouldBe.org.
- At least one personal Year-Long Mentor who has been vetted by iCouldBe.
- Status reports to all administrators and/or program supervisor weekly or twice a month.
- All training and real-time support necessary to keep administrator and/or program up-to-date on developments within our program.

School/Academy Representative Name: Irma Muñoz	District Representative Name: Mike McLaughlin, Ed.D.
School/Academy Representative Title: Assistant Principal	District Representative Title: Superintendent
Authorized School/Academy Representative signature:	District Representative Signature:
Date:	
Primary Program Supervisor Name:	
Primary Program Supervisor Title:	
Primary Program Supervisor signature:	
Date	
iCouldBe Authorized Representative Name:	
iCouldBe Authorized Representative Title:	
iCouldBe Authorized Representative Signature:	
Date:	

The signee hereby acknowledges that he or she is an authorized agent of the subscribing school community with authority to enter into this agreement on behalf of the subscribing school community, and acknowledges the representations set out on this document and agrees to be bound by them.

Thank you for choosing iCouldBe.

Please return signed agreement to liz@icouldbe.org.

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- Ensure computers used to participate in iCouldBe are in working condition and notify the Administrator of computer or Internet problems.
- Ensure program is administered a **minimum of 30 minutes within one class period each school week** for the length of the partnership term.
- Ensure **students post to a minimum of 2-3 curricular activities (1-2 for complex activities) per week** for the length of the partnership term.
- Encourage **students to respond to all Mentor posts on current and prior activities and to answer follow-up questions.**
- Supervise students to engage in curricular activities rather than repetitive email and forum usage.
- **Follow through on recommendations in the student status report to be sent weekly or twice a month, per partner's preference, after registration.**

DURING THE TERM SPECIFIED, ICOULDBE AGREES TO PROVIDE:

- Unlimited access to all services on www.iCouldBe.org for the subscribing organization (students aged thirteen years or older and the school/program staff facilitating the use of iCouldBe), subject to any website service interruptions.
- Each student matched with one fully vetted mentor (identity verified and passed a criminal and sex offender background check).
- Status reports to all Supervisors weekly or twice a month, per partner's preference.
- Training and real-time support to keep Supervisor up-to-date on developments within the program.
- Notify to the Supervisor of any information that indicates a student is or may be a victim of sexual, emotional or physical abuse, or if a student confesses to involvement in any illegal activity.

Thank you for choosing iCouldBe. The signee(s) hereby acknowledge that they are authorized agent(s) of the subscribing community with authority to enter into this agreement. Signee acknowledges the representations set out on this document and agrees to be bound by them.

Administrator/Authorized Representative

Name: Julie Ahern
Title: Teacher
Signature: Julie Ahern
Date: 9/29/2015

Supervisor

Name: Keziah Moss
Title: Assistant Principal
Signature: Keziah Moss
Date: 9/30/2015

iCouldBe Authorized Representative

Name: Elizabeth Lang
Title: Senior Program Manager
Signature: Elizabeth Lang
Date: 9/29/2015

Please mail, fax or email the signed agreement to:
iCouldBe.org inc
154 Grand Street, New York, NY 10013
fax 646-607-2850; staff@icouldbe.org
iCouldBe will return a final copy with our signature for your records.

[redacted]

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Administrator/Authorized Representative

Name: Samuel McClymont
Title: AVID Elective Teacher/AVID coordinator
Signature:
Date: 09/23/15

Supervisor

Name: Keziah Moss
Title: Asst. Principal
Signature:
Date: 09/23/15

ICouldBe Authorized Representative

Name: Elizabeth Lanz
Title: Senior Program Manager
Signature:
Date: 9/28/15

Please mail, fax or email the signed agreement to:
ICouldBe.org Inc
154 Grand Street, New York, NY 10013
fax 646-607-2850; staff@icouldbe.org
ICouldBe will return a final copy with our signature for your records.